



State of Arizona  
Department of Education

**Tom Horne**  
Superintendent of  
Public Instruction

August 2, 2005

Dear Private School Administrator,

The Arizona Board of Education has approved the use of Arizona's Instrument to Measure Standards (AIMS) in Arizona private schools. Public schools in the state of Arizona are required to administer AIMS to students in grades three through eight and in grade ten. These assessments measure student's proficiency in grade level Arizona academic standards in reading, writing, and mathematics. Students enrolled in private school who wish to participate in AIMS testing may do so at their own school. The purpose of this letter is to inform you of the steps necessary for your school to be included in AIMS testing for the 2005-2006 school year.

Private schools that choose to participate in AIMS testing must test all students in all eligible grades and are required to follow all of the same procedures related to test security and test administration that public school must follow. These required procedures include, but are not limited to, attendance at mandatory pre-test workshops, training of all test administrators and proctors, following all shipping guidelines and timelines, administering the test exactly as directed, and maintaining test security. Beginning with the 2005-2006 school year, private schools who participate in AIMS testing are required to annually sign an agreement detailing the school's testing responsibilities.

To participate in AIMS testing for school year 2005-2006, private schools must complete the attached application and return it to the Assessment Section of the Arizona Department of Education via FAX or mail by Friday, August 12, 2005.

Questions regarding this matter may be addressed to Irene Hunting, Director of State Test Administration, at 602.542.5450 or [Irene.Hunting@azed.gov](mailto:Irene.Hunting@azed.gov)

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Sincerely,

Irene Hunting  
Director of State Test Administration

**Private School Application AIMS Testing  
School Year 2005-06**

Complete the following information.

Fax or mail to the Assessment Section of ADE by August 12, 2005

Name of school \_\_\_\_\_

School's mailing address \_\_\_\_\_

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School's shipping address (no PO Boxes) \_\_\_\_\_

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Name of school's AIMS test coordinator \_\_\_\_\_

Phone number for school's AIMS test coordinator \_\_\_\_\_

E-mail address for school's AIMS test coordinator \_\_\_\_\_

Indicate expected 2005-06 enrollment for each of the following grades:

Grade 3 \_\_\_\_\_

Grade 4 \_\_\_\_\_

Grade 5 \_\_\_\_\_

Grade 6 \_\_\_\_\_

Grade 7 \_\_\_\_\_

Grade 8 \_\_\_\_\_

Grade 10 \_\_\_\_\_

Grade 11 & 12 \_\_\_\_\_

By completing and submitting this application, the school and its administration are agreeing to administer the AIMS exactly as directed by the Arizona Department of Education. The incorrect administration of the AIMS assessments or compromising the security of the assessments will result in the school's exclusion from the AIMS assessment program and/or significant monetary reparation.

Signature of school's head administrator \_\_\_\_\_

Printed name and title of school's head administrator \_\_\_\_\_

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Submit to:

Arizona Department of Education, Assessment Section, 1535 W. Jefferson St, Bin 6, Phoenix, AZ 85007  
FAX: 602.542.5467